

## ***Instructions: Project Definition Form***

### **Draft / Final Project Summary:**

Select "Draft" or "Final" as appropriate (next to the title text "Project Definition"). While the Project Summary is being circulated in region for review/input from Environmental and Project Development, the Definition form is considered to be a draft. This would also be the case on environmentally sensitive projects that need to go for regulatory agency review and may change scope depending on their input. Once it goes before the Regional Administrator/designee for signature it will be in "Final" form to be submitted to the OSC, Program Management Office for review and approval.

### **Update (button):**

Inserts today's date into the 'Date Form Revised' field. Use the "Update" button each time a revision is made.

### **Print (button):**

Initiates a script (macro) to print a single copy of the current record.

### **WIN:**

A single number to indicate the Work Identification Number and no additional text. **The unique value or key data for this database is the WIN and relates this record to others in different databases.**

### **SR and other SR(s):**

Enter a single SR number to represent the primary SR that work is being accomplished on under this particular WIN. If multiple routes are affected, indicate the first SR and select the check box. Provide a complete list of SR's in the proposed strategy section below. Generally, the other SR(s) box is checked when a WIN has multiple PIN's on different SR's. Do not check the other SR(s) box for single PIN projects.

### **Region:**

Region is automatically entered.

### **County:**

List up to two counties in which work will be accomplished. Enter 'Regionwide' if more than two counties. Type the first letter of the County to be entered and Counties that begin with that letter will be displayed.

### **Record Created:**

Automatically entered when a new record is created. This date cannot be changed.

### **Date Form Revised:**

Date for latest significant revision to the first 2 sheets of the Project Definition form. This date should be changed as the record is periodically updated. It must be entered manually or the "Update" button can be used to insert the current date.

### **Revision No.:**

Number of latest revision to an approved Project Summary (all forms). This value cannot be manually, but is input automatically via a script.

### **Title (WIN):**

Location information based on project termini. This title cannot change throughout the life of the project. It is the title that refers directly to the WIN and can be different from PIN titles that are associated with this WIN.

### **Type of Work:**

Select a type of work from the list or type individually (hit the delete key or double click in field to type text manually):

- > ACP Overlay
- > All Weather Reconstruction
- > Bridge Deck Rehabilitation
- > Bridge Painting
- > Major Bridge Repair
- > PCCP Rehabilitation
- > New Rest Areas
- > Seismic Retrofit
- > Signalization & Channelization
- > Slope Stabilization
- > New Weigh Station
- > Weigh Station Rehabilitation

Begin (WIN) KP/MP:

Enter the beginning milepost/kilometer post (for entire project WIN). KP is not based on a calculation and must be manually entered. Note that KP will not be applicable until implementation of metrication and the kilometer posts are assigned to SR's.

End(WIN) KP/MP:

Enter the ending milepost/kilometer post (for entire project WIN).

Centerline Length:

Mile value needs to be calculated based on ARM value or design information and entered manually. The Kilometer value is automatically calculated and cannot be overridden. If the Kilometer value is known, but the miles are not, non-printing fields (in orange) can be used to enter a KP value to obtain the corresponding value in miles. This calculated value must then be copied and pasted into the "miles" field manually.

Resurfacing Length:

Enter lane miles proposed for pavement overlay or reconstruction. Paving lane miles equal mainline miles plus auxiliary miles. KM value will be calculated. If the KM value is known, non-printing fields are included, and can be used as described for "Centerline Length."

Functional Class:

Select one item from value list: Interstate, Principal Arterial, Minor Arterial, Collector, All other, n/a

NHS Status:

Select one item from value list: NHS, Non-NHS

Roadway:

Check appropriate radio button selection for the roadway on which majority of work is planned. Select "Other" for ramps and cross-streets and describe in the "Description" for the particular PIN.

Will This Project Be Value Engineered?:

Select yes or no based on value engineering criteria (developed by OSC Design Office).

New/Reconstruction?:

Specify whether 50% or more of the SR corridor is planned for new alignment and/or reconstruction in the System Plan.

Other Partners?:

- > Yes - You expect funding participation from others (i.e., local agencies, developers, etc.)
- > No - You don't expect .....
- > Maybe - Obvious.

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**ESTIMATED PROJECT COSTS**

Date Cost Index:

Date estimate was prepared based on the cost index.

Estimated Costs/Variance:

Enter the latest cost estimate for each phase listed. The Total Cost will be calculated automatically. Select a "Variance" for each phase and the Total (variance total is not calculated). The "Variance" reflects your best estimate of the range of potential estimate variability for each phase. For example, select "10%" if you expect the estimate to vary plus or minus 10% before ad date. Recognizing there are many exceptions to a standard estimate type, use the table below to define the 'Variance' of your cost estimate:

Estimate Type	-	Typical Variance (+/-)
Preservation - Paving	-	10%
Design Level	-	20%
Pre-Environmental	-	30%
Pre-Field Review	-	50%

The goal of the new definition process is to reduce the variance to 10% or less before the project is programmed. However, if this is not possible, select an appropriate variance level.

Benefit Cost (B/C) Ratio:

This value should be derived from the PATS system.

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## STATEMENT OF DEFICIENCIES/NEEDS

### Comments:

Describe the System Plan or management system deficiency. Use statements like "Mobility level of service is below the adopted service objective," "Pavement condition rating is projected to drop below the adopted standard," "Accident history is above the statewide critical rate," "Pavement structure is incapable of carrying legal loads year round." Identify the System Plan page number and year, if applicable.

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## STATEMENT OF PURPOSE

### Comments:

Describe the desired results of this project. This description must directly address the deficiency stated previously and must not unduly restrict alternative strategies for achieving the desired results. Use statements like "Improve mobility by increasing the level of service" or "Rehabilitate existing pavement to increase the pavement condition rating" or "Reduce the existing accident rate and severity rate" or "Rehabilitate existing pavement to improve load carrying capacity." In order to not prejudice the environmental and/or public involvement processes, avoid any specific statements of project solutions unless you are certain the project scope will not change.

OPTIONAL: Use text from the pull-down field located below the Statement of Purpose field for standard descriptions. This list is provided for convenience only and is nonprinting. The text shown can be cut and pasted into the description fields, or the button labeled "Paste" can be used. This list is organized according to the following categories:

- Resurfacing
- Bridge
- Rest Areas
- Mobility Improvements
- Bicycle/Pedestrian Improvements
- Reconstruction
- Safety Improvements
- Environmental Retrofit
- Miscellaneous
- Weigh Stations

To find the text listed under a certain category type, type the first letter of the category and the list will scroll to that point on the list (for example, type "s" to scroll to the text selections for the Safety category). The ">" can be removed from the start of the text. To use the "Paste" button, select the item you want to add to the "Statement of Purpose" field, then click the "Paste" button to have that item added to the end of any text in the above field (the ">" is automatically removed).

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## PROPOSED STRATEGY

PIN - One of Project Identification Numbers associated with this WIN, but should each be listed separately within their own field.

% - Estimate portion of total work item costs contained in this PIN.

Subprogram/Category - Select one from the menu.

SR, BEG to END MP - Identify the beginning and ending mileposts, and the SR referred to, for each PIN (the text "to" will appear between begin and end values when a number is entered into the begin MP field).

PIN Title - Indicate the project title associated with the PIN number. This title could be the same as the WIN, but may not be.

Type of Work - List the type of work in the space just below the first PIN.

Description - Describe the major elements of the proposed action.

[NOTE: Number of PINs indicator (0 - 5+): The default form has room for 2 PIN(s), use the radio button selection to indicate the number of PIN(s) associated with this WIN from 0 to 5+, although the forms included can contain information for a maximum of 4 PIN(s).]

[NOTE: Green numbered squares: are buttons that switch you to a similar layout that differs only in the number of PIN sections provided. If more PIN(s) need to be described, switch to the layout with space for only 3 or 4 PIN(s).]

### Right-of-Way Needed:

Indicate whether right-of-way is needed. If yes, also indicate if the roadway is being relocated.

### Preconstruction Duration:

Estimate the time in months to develop a complete set of "ad ready" contract documents and acquire any right-of-way. Provide additional comments on your schedule assumptions.

### Construction Duration:

Estimate the number of months required to substantially complete the project. Provide additional comments on your schedule assumptions.

### Recommended Ad Time:

Identify the general ideal time for advertisement of the project or check "any" if it doesn't matter.

Draft/Final Project Definition, WIN, SR (WIN), Title, Type of Work, Date Form Revised, and Revision No.:

These are the same fields as those on the first page and should appear from earlier entries.

Preliminary Environmental Review:

In addition to the more detailed description on the Environmental Review form, provide brief summary of environmental documentation required (EIS, EA, CE, etc.) and any environmental permits required. At a minimum, the first page of the Environmental Review Summary must be completed. This section can be completed for either Program Management or Environmental staff as agreed upon in each Region.

Design Decisions:

Provide brief summary of design decisions made to date (i.e., design level, potential deviations, proposed pavement type, etc.). The pavement depth will appear if completed on the design decisions page, do not change here. This description should be described in further detail on the Design Decisions Summary form.

Public Input:

Provide brief description of public involvement completed or proposed. This section can be completed for either Program Management or Environmental staff as agreed upon in each Region.

Project Commitments:

Identify any commitments WSDOT has made to other organizations or agencies, excluding environmental commitments. Identify any commitments made by other agencies or organizations to WSDOT.

Potential Utility Impacts:

Identify known affected utilities and the extent of impact (i.e., length, relocation vs. adjustment, etc.).

Work Zone Traffic Control Strategy:

Identify the anticipated level of traffic control (i.e., use of concrete barriers, construction at night, need for detours, etc.).

Potential Railroad Impacts:

Identify known affected railroads and the extent of impact (i.e., crossings, bridge clearances, railroad flagging required, etc.).

Specialized Workforce Expertise Needed:

Identify discipline beyond a typical Design Team and extent of their involvement in either the PE phase or construction.

Other Issues:

Describe any other issues associated with the project.

Regional Project Approval:

Signature block for the appropriate regional representative as delegated by the Regional Administrator. This signature certifies approval of the project scope only. This signature does not certify design approval. The approval date should be the date the form was signed, not the date it was printed.

OSC Program Management Approval:

This signature block certifies OSC agreement that the scope of the project is cost-effective and consistent with the System Plan and Design Level matrices. The approval date should be the date the form was signed, not the date it was printed.

OSC Comments:

Space for any comments made by OSC Program Management staff.